

Memo Example: Developing a Master Listing of Employees

From: Bilingual Services Coordinator
To: Recipient
Date: XXXXX
Subject: Bilingual Skills

I am currently requesting your assistance in updating our agency list of individuals who are bilingual in any language.

The Bilingual Services Unit will use this list in the event that other units within our Agency or other Agencies have a need for a translator.

Please let me know if you have bilingual skills, in what language, the level of written and/or verbal fluency (e.g. strong, average, minimal), and whether certified (if so, please give the date of certification). In addition, provide your unit name, location, and contact telephone number.

If you have any questions, please feel free to contact me.

Thank you for assisting us in updating our list.

Name
Agency
Unit